

# INVITATION TO BID: For award of one year stationery supply contract

**Deadline for submission of bids:15 December 2004**

## **1. Subject of Tender**

1.1. Office of the High Representative invites bids from qualified companies for the award of annual contract for stationery supplies to each of its four major regional offices: Sarajevo , Mostar, Banja Luka and Brcko.

1.2. The contractor will be expected to deliver supplies directly to each named office.

1.3. The standard list of stationery is identical for each office and is attached as Annex 1.

1.4. The estimated annual requirement for each office is attached as Annex 2. Bidders must accept that the estimated requirements are as accurate as possible, but are estimates only, and no guarantee is given for actual consumption.

## **2. Requirements**

2.1 The selected supplier will have to have stock of the articles shown in Annex 1.

2.2 Delivery of any ordered item will be expected same or next day.

2.3 Where items are named, or positively identified, they will be the items expected to be included in any bid or contract.

2.4 For toners and cartridges only original manufacturers items will be accepted.

2.5 For any other item OHR may request samples to confirm acceptable quality.

### **3. Instructions to Bidders**

3.1 In order to show ability to meet the requirements the following information must be included in the bid:

- Name and address of supplier, contact phone number and name of the contact person.
- Detailed description of offered supplies
- Catalogues with clearly marked supplies that are offered
- All information about prices and payment terms required
- Supplies delivery cost, if not included in the price
- Delivery time
- Detailed company reference list
- Number of employees and number of vehicles owned by company
- Value of current company stock
- Balance sheet for the last accounting period
- Statement of bidder confirming that they have sufficient funds for successful completion of this contract.

**Incomplete bids, e.g. bids with items missing from the list in Annex 1, will not be considered.**

3.2 OHR, as diplomatic organization, is exempt from payment of all taxes and all prices quoted should exclude such charges.

3.3 Prices must be in KM (Convertible Marks) or EURO. OHR usual payment terms are bank transfer within 30 days from the date of invoice.

3.4 Contract concluded with OHR will include unit prices and other terms stated in your offer, which will be attached to the Contract and considered legally binding for the duration of the Contract.

3.5 Award of contract will be made based on price, payment terms, quality of offered supplies, delivery time, delivery price or any combination of these or other elements.

3.6 Deadline for submission of offers is 15 December 2004 .

3.7 OHR reserves the right to enter into negotiations with any bidder or to end the Tender without awarding the contract. OHR will not bear any costs of bidders in process of preparation of bid.

3.8 By taking part in this Tender, bidders confirm that they are registered for performing of business which is subject of this Tender.

3.9 All bids must be submitted in sealed envelope marked "Tender for stationery" to the following address, latest by 15 December 2004 by 17:00 hours:

**Head of Logistics**

**OHR Sarajevo**

*Emerika Bluma 1*

*71000 Sarajevo , BiH*

### **Annex 1**

<b>No.</b>	<b>Item</b>	<b>Package</b>	<b>Description</b>
<b>1</b>	Binder A4 Large	pcs	Selfstanding, without box, plastic coated, with metal reinforcement strips, LEITZ 1010 or same quality
<b>2</b>	Binder A4 Small	pcs	Selfstanding, without box, plastic coated, with metal reinforcement strips, LEITZ 1015 or same quality
<b>3</b>	Carton folders	pcs	min 250 g carton, with three flaps

<b>4</b>	Carton folders with rubber	pcs	min 350 g carton, plastic coated, with three flaps and rubber band
<b>5</b>	Cartridge Staple E1	set 1/3	CANON E1
<b>6</b>	Clips-Mini	box of 100	No. 3
<b>7</b>	Clips-Maxi	box of 50	No. 5
<b>8</b>	Correction fluid 20 ml	pcs	
<b>9</b>	Date stamp	pcs	TRODAT 4810 or COLOP S120
<b>10</b>	Dividers/separators	set	plastic or carton, 1/10 color
<b>11</b>	Floppy disks	set 1/10	3.5'
<b>12</b>	Gluestick 10g	pcs	10 g
<b>13</b>	Highlighter	pcs	Stabilo BOSS, Tratto Video or Sonnecken
<b>14</b>	Hole Punch	pcs	Leitz 5038 or Esselte D15
<b>15</b>	Hanging folder A4 for file cabinet	set 1/25	Leitz 6515 or same quality
<b>16</b>	PVC In-Tray	pcs	Leitz 5227 or same quality
<b>17</b>	Markers Permanent (Thin), in colors	Set 1/4	Set of 4 thin permanent marker in different colors: Stabilo, Stadler, Pilot or Uni
<b>18</b>	Markers – White board	Set 1/4	Set of 4 whiteboard markers in different colors: Stabilo, Stadler, Pilot or Uni
<b>19</b>	Note Pads A4	pcs	With spiral, hard paper back side and single colour front side
<b>20</b>	Note Pads A5	pcs	With spiral, hard paper back side and single colour front side

21	Note Pads A6	pcs	With spiral, hard paper back side and single colour front side
22	Plastic folders with mechanism	pcs	Leitz 4191 or same quality
23	Post It notes 76×76	block	
24	Plastic Sheets – with holes	set 1/50	“U” plastic sheets, 130 microns
25	Pins for corkboard	set 1/30	In different colors
26	Sellotape Big Transparent	pcs	Size50x66
27	Stapler	pcs	Leitz 5504 or Esselte HS2
28	Staples 24/6	box	Leitz 5570
29	Staples extractor	pcs	Small extractor
30	Sellotape transparent small	pcs	Size 19×33
31	Sellotape dispenser	pcs	Desktop sellotape dispenser
32	Pen	pcs	Uni SD 102 or Pilot BPRK-10M
33	Copy paper A4	1/500	Neusiedler IQ Allround 80 g
34	Copy paper A3	1/500	Neusiedler IQ Allround 80 g
35	Paper for visit card 1/10	01-Oct	Paper for printing of business cards, A4, 225 – 250 g, card size 85×55 mm, inkjet, laser
	<b>LIST OF CARTRIDGES AND TONERS</b>		
1	Cartridge desk jet HP 51626A	pcs	Original HP cartridge
2	Cartridge desk jet HP 51629A	pcs	Original HP cartridge

3	Cartridge desk jet HP 51649A	pcs	Original HP cartridge
4	Cartridge desk jet HP C1823D	pcs	Original HP cartridge
5	Cartridge desk Jet HP 51641A	pcs	Original HP cartridge
6	Cartridge desk jet HP 51645A	pcs	Original HP cartridge
7	Cartridge desk jet HP C6578D	pcs	Original HP cartridge
8	Cartridge desk jet HP C8727A	pcs	Original HP cartridge
9	Cartridge desk jet HP C8728A	pcs	Original HP cartridge
10	Cartridge desk jet HP C6658A	pcs	Original HP cartridge
11	Cartridge desk jet HP C6615D	pcs	Original HP cartridge
12	Cartridge desk jet HP 6656AE black	pcs	Original HP cartridge
13	Cartridge desk jet HP 6657AE color	pcs	Original HP cartridge
14	Cartridge HP 4844AE black	pcs	Original HP cartridge
15	Cartridge HP 4836A	pcs	Original HP cartridge
16	Cartridge HP 4837A	pcs	Original HP cartridge
17	Cartridge HP 4838A	pcs	Original HP cartridge
18	Toner Laser Jet HP C4191A	pcs	Original HP toner
19	Toner Laser Jet HP C4192A	pcs	Original HP toner
20	Toner Laser Jet HP C4193A	pcs	Original HP toner

21	Toner Laser Jet HP C4194A	pcs	Original HP toner
22	Drum Laser Jet HP C4195A	pcs	Original HP toner
23	Toner Laser Jet HP 4127A	pcs	Original HP toner
24	Toner Laser Jet HP 4129X	pcs	Original HP toner
25	Toner Laser Jet HP 4092A	pcs	Original HP toner
26	Toner Laser Jet HP 4096A	pcs	Original HP toner
27	Toner Laser Jet HP 92298A	pcs	Original HP toner
28	Toner Laser Jet HP C8061X	pcs	Original HP toner
29	Toner Laser Jet HP C7115A	pcs	Original HP toner
30	Toner Laser Jet HP Q2624A	pcs	Original HP toner
31	Toner Laser Jet HP Q1338A	pcs	Original HP toner
32	Toner Laser Jet HP Q2613A	pcs	Original HP toner
33	Toner Laser Jet HP Q2610A	pcs	Original HP toner
34	Toner Laser Jet HP C9700A	pcs	Original HP toner
35	Toner Laser Jet HP C9701A	pcs	Original HP toner
36	Toner Laser Jet HP C9702A	pcs	Original HP toner

37	Toner Laser Jet HP C9703A	pcs	Original HP toner
38	Toner Canon FX 2	pcs	Original CANON toner
39	Toner Canon FX 3	pcs	Original CANON toner
40	Toner Canon FX 4	pcs	Original CANON toner
41	Toner Canon FX 6	pcs	Original CANON toner
42	Toner Canon FX 7	pcs	Original CANON toner
43	Toner Canon NPG 1	14	Original CANON toner
44	Toner Canon NPG 4	pcs	Original CANON toner
45	Toner Canon NPG 7	pcs	Original CANON toner
46	Toner Canon NPG 10	pcs	Original CANON toner
47	Toner Canon NPG 12	pcs	Original CANON toner
48	Toner Canon NPG 13C	pcs	Original CANON toner
49	Toner Canon NPG 14	pcs	Original CANON toner
50	Toner Canon CEXV 1	pcs	Original CANON toner
51	Toner Canon CEXV 3	pcs	Original CANON toner
52	Toner Canon CEXV 5	pcs	Original CANON toner
53	Cartridge Canon BX 3	pcs	Original CANON toner
54	Cartridge Canon BC-01	pcs	Original CANON toner
55	Cartridge Canon BC-11E	pcs	Original CANON toner
56	Toner Ricoh type 450E	pcs	Original RICOH toner
57	Toner Ricoh type 150	pcs	Original RICOH toner
58	Toner Ricoh type 1435	pcs	Original RICOH toner
59	Toner Xerox type 6R90203	pcs	Original XEROX toner



## **Annex 2**

No.	Item	Package	Banja Luka	Brcko	Mostar	Sarajevo	Total
1	Binder A4 Large	pcs	50	198	150	744	1142
2	Binder A4 Small	pcs	35	48	78	603	764
3	Carton folders	pcs	100	150	113	995	1358
4	Carton folders with rubber	pcs	150	200	106	740	1196
5	Cartridge Staple E1	set 1/3	2				2
6	Clips-Mini	box of 100	80	100	61	120	361
7	Clips-Maxi	box of 50	50	50	28	10	138
8	Correction fluid 20 ml	pcs	40	5	53	238	336
9	Date stamp	pcs	5	2	1	5	13
10	Dividers/separators	set	60	100	182	900	1242
11	Floppy disks	set 1/10	20	22	52	350	444
12	Gluestick 10g	pcs	60	20	31	240	351
13	Highlighter	pcs	100	100	149	660	1009
14	Hole Punch	pcs	15	2	16	111	144
15	Hanging folder A4 for file cabinet	set 1/25	25	25	28	50	128
16	PVC In-Tray	pcs	20	5	32	70	127
17	Markers Permanent (Thin), in colors	Set 1/4	30	5	5	450	490
18	Markers – White board	Set 1/4	50	30	10	230	320
19	Note Pads A4	pcs	100	80	94	615	889
20	Note Pads A5	pcs	100	100	118	665	983
21	Note Pads A6	pcs	50	50	63	1085	1248

22	Plastic folders with mechanism	pcs	200	400	342	3000	3942
23	Post It notes 76×76	block	200	350	275	2000	2825
24	Plastic Sheets – with holes	set 1/50	20	10	48	305	383
25	Pins for corkboard	set 1/30	10	5	3	55	73
26	Sellotape Big Transparent	pcs	10	40	2	122	174
27	Stapler	pcs	20	15	34	208	277
28	Staples 24/6	box	20	20	67	260	367
29	Staples extractor	pcs	30	15	29	167	241
30	Sellotape transparent small	pcs	50	80	77	50	257
31	Sellotape dispenser	pcs	2	5	16	15	38
32	Pen	pcs	300	600	347	3000	4247
33	Copy paper A4	1/500	400	1000	800	4500	6700
34	Copy paper A3	1/500	20	20	15	100	155
35	Paper for visit card 1/10	110	50	130	50	250	480
<b>No.</b>	<b>Item</b>	<b>Pack</b>	<b>Banja Luka</b>	<b>Brcko</b>	<b>Mostar</b>	<b>Sarajevo</b>	<b>Total</b>
1	Cartridge desk jet HP 51626A	pcs			2	5	7
2	Cartridge desk jet HP 51629A	pcs			2	33	35
3	Cartridge desk jet HP 51649A	pcs			3	20	23
4	Cartridge desk jet HP C1823D	pcs			4	40	44
5	Cartridge desk Jet HP 51641A	pcs			4		4

6	Cartridge desk jet HP 51645A	pcs		5		35	40
7	Cartridge desk jet HP C6578D	pcs		5		40	45
8	Cartridge desk jet HP C8727A	pcs				5	5
9	Cartridge desk jet HP C8728A	pcs				5	5
10	Cartridge desk jet HP C6658A	pcs				1	1
11	Cartridge desk jet HP C6615D	pcs				1	1
12	Cartridge desk jet HP 6656AE black	pcs				24	24
13	Cartridge desk jet HP 6657AE color	pcs	5			22	27
14	Cartridge HP 4844AE black	pcs				1	1
15	Cartridge HP 4836A	pcs				12	12
16	Cartridge HP 4837A	pcs				1	1
17	Cartridge HP 4838A	pcs				5	5
18	Toner Laser Jet HP C4191A	pcs				4	4
19	Toner Laser Jet HP C4192A	pcs				4	4
20	Toner Laser Jet HP C4193A	pcs				4	4
21	Toner Laser Jet HP C4194A	pcs				4	4
22	Drum Laser Jet HP C4195A	pcs				2	2
23	Toner Laser Jet HP 4127A	pcs	20	24	1	60	105

24	Toner Laser Jet HP 4129X	pcs			1	4	5
25	Toner Laser Jet HP 4092A	pcs			10	45	55
26	Toner Laser Jet HP 4096A	pcs	5		4	60	69
27	Toner Laser Jet HP 92298A	pcs	5	5	3	10	23
28	Toner Laser Jet HP C8061X	pcs		3		21	24
29	Toner Laser Jet HP C7115A	pcs		8		25	33
30	Toner Laser Jet HP Q2624A	pcs				7	7
31	Toner Laser Jet HP Q1338A	pcs				5	5
32	Toner Laser Jet HP Q2613A	pcs				5	5
33	Toner Laser Jet HP Q2610A	pcs				5	5
34	Toner Laser Jet HP C9700A	pcs				1	1
35	Toner Laser Jet HP C9701A	pcs				1	1
36	Toner Laser Jet HP C9702A	pcs				1	1
37	Toner Laser Jet HP C9703A	pcs				1	1
38	Toner Canon FX 2	pcs				10	10
39	Toner Canon FX 3	pcs				9	9
40	Toner Canon FX 4	pcs	3			5	8
41	Toner Canon FX 6	pcs				5	5
42	Toner Canon FX 7	pcs				10	10
43	Toner Canon NPG 1	14	5			10	15

44	Toner Canon NPG 4	pcs	2			8	10
45	Toner Canon NPG 7	pcs		5		16	21
46	Toner Canon NPG 10	pcs	2			4	6
47	Toner Canon NPG 12	pcs				7	7
48	Toner Canon NPG 13C	pcs				1	1
49	Toner Canon NPG 14	pcs		4	4	5	13
50	Toner Canon CEXV 1	pcs		5	1	20	26
51	Toner Canon CEXV 3	pcs				2	2
52	Toner Canon CEXV 5	pcs		2			2
53	Cartridge Canon BX 3	pcs				2	2
54	Cartridge Canon BC-01	pcs				1	1
55	Cartridge Canon BC-11E	pcs				1	1
56	Toner Ricoh type 450E	pcs			4		4
57	Toner Ricoh type 150	pcs			2		2
58	Toner Ricoh type 1435	pcs			1		1
59	Toner Xerox type 6R90203	pcs	5				5